



राष्ट्रीय प्रौद्योगिकी संस्थान पटना / NATIONAL INSTITUTE OF TECHNOLOGY PATNA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान

An Institute of National Importance under Ministry of Education, Govt. of India

अशोक राजपथ, पटना, बिहार / ASHOK RAJPATH, PATNA – 800 005, BIHAR

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संदर्भ/Ref.: NITP/Proc/23-24/12

दिनांक/Dated: 25/09/2023

NOTICE INVITING TENDER (*Re-Tender*) FROM CHARTERED ACCOUNTANT FIRMS FOR PROVIDING WORKS/SERVICE AT NIT PATNA

1. On behalf of the Director, National Institute of Technology Patna invites sealed tender (***Re-Tender***) from eligible, experienced Chartered Accountant Firms for providing works / services as per **Section-II**.
2. **The firms should have experience of Preparation & Finalization of Annual Account, Internal Audit/Filling of Statutory Returns etc. in Central Government funded Educational Institutions/Research Institutions or in any Government funded Educational Body or in any Government funded Institute whose National Institute Ranking Framework (NIRF) rank is 100 or below in any category in any year during the last 03 years (2021, 2022 and 2023). It may please be noted that experience of NIRF ranking Institute, if any, shall only be considered, if the ranking certificate/screenshot is attached by the bidders.**
3. Tender Documents may be downloaded either from Central Public Procurement Portal: <https://eprocure.gov.in/epublish/app> or Institute's Website: <http://www.nitp.ac.in>.
4. Bidders are advised to go through instructions provided at "**Instructions for Bidder**". Bidders are requested to follow the instructions carefully as prescribed in the tender document before submitting the bids.
5. Interested bidders are required to submit the complete tender with all supporting documents to "**The Registrar, NIT Patna, Ashok Rajpath, Mahendru, Patna – 800 005**" by Speed Post/Courier or sealed tender may be dropped in the tender box kept in the Administrative Building, 1st Floor, NIT Patna on or before the last date as specified in critical date sheet. Institute will not be responsible for delay due to any reasons. Further, all communications should be addressed to **The Registrar, NIT Patna, Ashok Rajpath, Mahendru, Patna – 800 005**.
6. The Institute shall not be responsible for any delay in submission of Bids. The Institute reserves the right to accept or reject any bid, cancel the tender without assigning any reason thereof. Institute's decision in this regard shall be treated as final and binding. No correspondence in this regard will be entertained. Further, the firm shall be blacklisted, if it is found at any stage that any information/particulars given by bidder are false.
7. A Demand Draft for an amount of **Rs. 590/- (Rupees Five Hundred Ninety only)** {inclusive of 18% GST} (non-refundable) from Nationalized/ Scheduled bank drawn in favour of "**Registrar, NIT Patna**" payable at **Patna** has to be submitted along with bid towards tender processing fee, failing which the bid will be rejected. Bidders are requested to write their firm's name and full address at the back of the Demand Draft.

The Bidders who submitted their bids against the Institute Tender Ref. No. NITP/Proc/23-24/07 dated 21.07.2023, need not to Deposit Tender Processing Fee, however they need to apply afresh by submitting earlier tender fee details.

8. **Earned Money Deposit (EMD)** – The tenderer has to submit Bid Security Declaration in lieu of EMD. Format of declaration is placed at **Annexure – II**. **Tender without EMD declaration from the Bidders shall not be entertained.**
9. **Successful agency/firm has to submit Rs. 40,000/- (Rupees Forty Thousand) in the form of Bank Guarantee as Performance Security.** Performance security will be returned after 2 months beyond the date of completion of all contractual obligations without any interest. No exemption is allowed to NSIC/MSME registered firm. Detailed information in this regard shall be mentioned in the award letter/Work order.
10. Conditional bids shall not be considered and will be rejected out rightly.
11. The Financial Bids of only those bidders, who are eligible (as per eligibility criteria) and whose technical bid declare qualified by the committee constituted for this purpose, shall be opened. No bidder will be allowed to withdraw its bids after opening of technical bids. If any bidder intends to withdraw after opening of technical bids, it may result in blacklisting of firm.
12. Any subsequent Updates, Addendums, Corrigendums, etc, if any, will be published only on the Institute's website: <http://www.nitp.ac.in> and [CPP Portal](#). All bidders are required to regularly check the websites for any update(s).

CRITICAL DATE SHEET

Name of the Work	Hiring of Chartered Accountant Firms
Date of Issue/Publication of Tender and bid submission start date	25/09/2023 from 10.00 A.M. onwards
Last Date and Time for submission of Bids	16/10/2023, 05:00 P.M.
Technical Bid Opening Date	17/10/2023, 03:00 P.M. Onwards
Technical Presentation	26/10/2023, 02:00 P.M. Onwards
Financial Bid Opening Date	26/10/2023, 05:00 P.M. Onwards
Venue	TEQIP Conference Room, Administrative Building, NIT Patna, Ashok Rajpath, Patna - 800005.
Address for Submission of Bid (Through Speed Post/By Hand/Registered post)	The Registrar (for Procurement Section) NIT Patna, Ashok Rajpath Mahendru, Patna-800005 OR Bid may be dropped in the tender box kept in the Administrative Building, 1 st Floor, NIT Patna.

**REGISTRAR
NIT Patna**

CONTENTS OF TENDER DOCUMENT

Hiring of Services of Chartered Accountant Firm for the **F.Y. 2023-24**

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INSTRUCTIONS TO THE BIDDERS**1. Scope of Work**

1.1 Scope of Work is provided in **Section-II** of this document.

2. Cost of Bidding

2.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Institute will, in no case, be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

2.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish any or all information sought by the bidding documents or submission of a bid not responsive to the bidding requirements in any respect will be at the Bidder's risk and may result in rejection of bid.

3. Language of Bid

3.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid shall be written in English language.

4. Documents Comprising the Bid**4.1 Techno commercial un-priced bid and priced Bids:**

The bids are to be submitted in two separate envelops, i.e. Techno commercial un-priced bid in the format provided in **Section V** and priced Bid in the format provided in **Section-VI**. These two envelops should be put in a big envelop and properly sealed duly super-scribed as "**Tender for Hiring of Chartered Accountant Firms**" with **last date & time of submission of bid**.

(a) **1st Envelope- Techno commercial un-priced bid with Tender Processing Fee.**

(b) **2nd Envelope- Priced bid.**

4.2 Price Bid

The price bid must be submitted in the proforma provided in the document.

(i) The prices quoted must be net per unit as shown in the document.

(ii) The rate must be stated for each item separately both in words and figures. If there is a discrepancy between the price quoted in words and figures, the price quoted in words will be treated as final.

(iii) The prices once accepted by the Institute shall remain valid till the successful completion of work awarded for the contract period. The Institute shall not entertain any increase in the rates during the contract period. However, in the event there is a reduction or increase in Government levy/duties/taxes during the period of execution of the order, the rates shall be suitably adjusted with effect from the date notifying the said reduction or increase in the Government levy/taxes/duty, if any.

(iv) Prices shall be quoted in Indian Rupees only.

5. Period of Validity of Bids

- 5.1 Bids shall remain valid for **180** days from the date of opening of technical bid. A bid valid for a shorter period shall be rejected as non- responsive.
- 5.2 In exceptional circumstances, the Institute may ask the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Bidder may refuse the request. If extension is given, a Bidder will not be permitted to modify the bid during the extended bid validity period.

6. The offers/bids received after the due date and time will not be considered

- 6.1 Tender documents received after prescribed time limit shall not be accepted under any circumstances. No correspondence in this regard shall be entertained.

7. Modifications and Withdrawal of Bids

- 7.1 No bid will be modified after submission of bids. No documents will be accepted in support of essential pre-bid criteria after the last date of submission of bids.
- 7.2 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiry of the period of bid validity specified by the Bidder in the bid form. Withdrawal of a bid during aforementioned interval may result in blacklisting of firm.

8. Opening of Techno commercial un-priced Bids

- 8.1 All techno commercial un-priced bids will be opened in the first instance as per time schedule given in critical date sheet in presence of the Committee and representative of the agency/firm, if any. Techno commercial un-priced bid shall be evaluated based on the basis minimum eligibility criteria and supporting documents attached by the bidders. Bidders are advised to attach all supporting documents duly mentioning the page number of each documents.

9. Clarification of Bids

- 9.1 During evaluation of the bids, the Institute may, at its discretion, ask the Bidder for clarification of its bid. The request for clarification and the response shall be in writing and no change in price or substance of the bid shall be sought, offered or permitted.
- 9.2 Any effort by a Bidder to influence the Institute's authority in its decisions on bid evaluation, bid comparison or contract award decisions may result in rejection of the Bidder's bid.

10. Evaluation of Techno commercial un-priced Bid

- 10.1 The eligible bidders (as per minimum eligibility criteria) and whose technical bids have been declared technical qualified by a committee, constituted for this purpose, shall be called for Technical Presentation before the committee.

11. Opening of Price Bids

- 11.1 Price Bids of only those bidders who meet the essential criteria and substantially responsive and whose techno commercial un-priced bids have been declared qualified by the committee, will be opened.

11.2 The Price Bids of the technically qualified bidders shall be opened by the tender committee in the presence of the representative of bidders on the scheduled date and time.

12. Notification of Award

12.1 Prior to issue of Work Order, Letter of Acceptance shall be sent to the successful firm for his acceptance. The firm has to give his acceptance within 05 days from the date of issue of letter and after receiving of acceptance, work order shall be issued. The selected firm has to sign an agreement on non-judicial stamp paper of **Rs. 100/-** or above, duly attested by a Notary/Executive Magistrate, within 15 days from the date of issue of work order.

12.2 **Award letter shall be issued to the firm who obtains highest Final Score (Technical Bid Score + Financial Bid Score) as per Section IV.**

TERMS OF REFERENCE**13. Scope of Work**

13.1 The works consists of following jobs (the bidder shall quote price for all of the jobs listed below):

Job. 1- Preparation of annual account as per format prescribed by Ministry of Education, Govt. of India from time to time along with all necessary reconciliations including preparation of bank reconciliation statement of approx. 25 bank accounts on monthly basis, student fee reconciliation as well as preparation of itemized fixed assets schedule for the purpose of charging depreciation on Straight Line Method basis for FY 2023-24 and other associated work including liaisoning with C&AG and preparation of reply to them.

Job. 2- Internal Audit on quarterly basis and submission of its report.

Job. 3- Physical verification of fixed assets as well as consumable stores and submission of its report on annual basis.

Job. 4- Preparation and filling of all statutory returns related to Financial Year 2023-24, preparation of draft reply of notices received from different statutory authorities during the FY 2023-24 and necessary suggestions on applicability of any statutory amendments / changes notified by the Government time to time and its submission to statutory authorities.

Job. 5- Preparation, Auditing and Certification of Statement of Expenditure (SoE) and Utilization Certificate (UC) of various sponsored projects/schemes/conferences etc. as per the requirements of funding agencies (approx. 70 plus projects).

Job. 6- Reconciliation of bank account of sponsored projects/schemes on requirement basis.

Job. 7- Submission of Form 15CA / 15CB.

Job. 8- Providing opinion on specific matters as and when required.

Job. 9- Preparation of Annual Account of Hostel & Mess of NIT Patna including all types of reconciliation semester wise and submission of its audit report on biannual basis.

Remark: It may please be noted that the quantum of works mentioned above are tentative and estimated on last year's record which may increase or decrease during the contract period.

14. Essential Terms & Conditions for completion of the Works

14.1 The firm(s) has to depute at least 01 (one) qualified Article, having adequate experience of handling the aforesaid job, on full time basis at the Institute. However, timely completion of job to be awarded under this tender will be responsibility of the firm.

14.2 The work will be done at NIT Patna - Administrative Block under supervision of the

Institute Officials.

- 14.3 UCs/SoEs must be provided within 04 days from the date request. No additional fee shall be paid for correction/re-issue of UCs/SoEs.
- 14.4 Reply of SAR/IR audit memos/reports of CAG office will have to be submitted by Firm to the Institute within two days from the date of receipt by them.

15. Contract Period

- 15.1 The contract period of Chartered Accountant firm, to provide the desired services, shall be initially for a period of **One year i.e. for F.Y. 2023-24** which may be extended for maximum further period of two years (on yearly basis) upon satisfactory performance and recommendation of duly constituted committee of the Institute.
- 15.2 However, assigned contract may be terminated with a notice of 15 days without assigning any reasons thereof. Decision of the Institute in this regard shall be final and no correspondence in this regard shall be entertained.
- 15.3 Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are found unsatisfactory at any time during the contract period.

16. Support and Input to the Firm

- 16.1 The Institute shall provide working space, computer(s)/printers(s), to the selected Firm to perform their services. The Institute will also provide all primary data to the firm for carrying out the jobs listed in the scope of work.

17. Payment Terms

- 17.1 The payment shall be made on job basis against the services provided by firm, subject to the following terms and conditions:
 - i. The payment will be made after satisfactory completion of service by the firm. No price variation would be allowed during the initial contract period
 - ii. Any increase in statutory taxes during the contract period will be borne by the Institute.
 - iii. TDS under Income Tax and GST will be deducted at applicable rates.
 - iv. All the payment shall be made on Job basis as per **Section-VI** upon presentation of bills and work completion certificate(s) from the authorized representative of the Institute.

18. Price Escalation

- 18.1 Based on performance and if the initial contract period is extended for the next two financial years, the Institute may consider giving increase of up to 5% each year on initial contract price.
- 18.2 Institute reserves the right to increase or not to increase the initial contract price and decision of the Institute in this regard shall be final and binding.

19. Penalty

- 19.1 The Institute reserves the right to deduct amount of **Rs. 1,000/-** or as decided by

the Institute against each default from the bill raised by the firm.

- 19.2 Further, unforeseen and weird circumstances will be dealt separately and quantum of penalty will be decided by the Institute. The decision of the Director, NIT Patna will be final and binding in this regard.
- 19.3 In case, the firm fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof NIT PATNA is put to any loss/obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills/PBG to the extent of the loss or obligation in monetary terms.

20. Termination of Contract

- 20.1 If the services of the firm are not found satisfactory, they will be issued a written notice for improvement by the Institute Authority. If satisfactory improvement is not found (within 01 week) after this notice, a final notice will be issued to the firm by the Institute Authority to terminate the contract without prejudice to any rights or privileges accusing to either party prior to such termination. During the period of notice, both parties shall continue to discharge their duties and obligation.
- 20.2 The Institute also reserves the right to terminate the contract by giving 15 days' notice to the agency without assigning any reasons thereof. Decision of the Institute in this regard shall be final and binding.
- 20.3 The Institute in any situation will not be under any obligation to pay compensation or make the payment for which services are not rendered.

21. Arbitration Clause

- 21.1 In the event of any difference or dispute arising out of this contract, all efforts shall be made by the both Parties to settle the same amicably. Failing an amicable settlement, the dispute shall be finally settled through arbitration conducted under the Arbitration and Conciliation Act, 1996 by three arbitrators appointed in accordance with the said Act. The arbitrators shall give reasoned and speaking award. The venue of arbitration, if any, shall be at Patna.
- 21.2 However, the legal jurisdiction for all matters would be Patna (Bihar) only.

22. Indemnity Clause

- 22.1 The selected firm must indemnify NIT Patna, from all Legal, Financial, Statutory, Taxation, and other associated liabilities, related to the assigned work.
- 22.2 The selected firm has to pay or compensate the Institute for the losses, damages or liabilities incurred by the firm during the course of completion of assigned work.

MINIMUM ELIGIBILITY CRITERIA-CUM-TECHNICAL BID**23. The bids of only those firms will be considered which satisfy all the following eligibility criteria:**

23.1 The Chartered Accountant Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and should have PAN Number and GST Registration Number. The CA Firm should also be empaneled with C&AG.

23.2 The Firm should have been in operation for at least 05 years after its registration.

23.3 The Firm must not have been convicted by the court of law (they must give a declaration on their letterhead)

23.4 The average Annual Turnover of the Firm during the last 3 financial years (**i.e. 2019-20, 2020-21 and 2021-22**) must be equal to or more than **Rupees Fifty Lakhs (Rs. 50.00 Lakhs)**. Must attach duly audited/certified copy of C.A. Firm (other than bidding C.A. firm) as per prescribed annexure – IV or its equivalent.

23.5 The Firm should have experience of at least **Three Original assignments awarded during the last Four financial year** (i.e, **2019-20, 2020-21, 2021-22 and 2022-23**) **in Preparation & Finalization of Annual Account, Internal Audit/Filling of Statutory Returns etc. in any Central Government Funded Educational Institution or Central Government Funded Research Institutions or in any Govt. funded Educational Body or in any Govt. funded Institute whose National Institute Ranking Framework (NIRF) rank is 100 or below in any category in any year during the last 03 years (2021, 2022 and 2023)**. Must attach documentary evidence where the scope of work has been mentioned.

It may please be noted that experience of NIRF ranking Institute, if any, shall only be considered, if the ranking certificate/screenshot of rank is attached by the bidders.

23.6 The Firm should have their registered head/branch office in Patna (Bihar) which should be operation during last one year. Must attached supporting document in this regard.

23.7 The Chartered Accountant Firm should have Minimum **Two (02) Full time FCA**. Details of the same should be attached.

23.8 A self-Declaration Certificate stating that:

- The Partners of the firm or sole proprietor or Company as the case may be, has never been black-listed/blacklisted for which details are attached.*
- That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be and that he has never been punished by any Court.*

23.9 Production of originals for verification: The bidder may be asked to produce the original documents for verification at any stage of tender process or as and when sought for, failing which the bids are liable for disqualification.

- 23.10 Exemption, if any, to comply with any of the above criteria should be duly supported by the Government orders. Non-compliance with any of the above conditions by the Service Provider will amount to non-eligibility for the services for which tender has been floated and its tender will be rejected being non responsive.
- 23.11 Bidders must submit documentary proof in support of meeting each of the above minimum qualification criteria. A simple undertaking by the bidder for any of the stated criteria will not suffice the purpose. All documentary proof must be listed on the letter pad of the company referring page numbers on which documents are placed and enclosed in a cover, to be submitted with the technical bid.

BIDS EVALUATION PROCESS**24. Technical Bid Evaluation Process:**

24.1 Eligible Bidders (as per minimum eligibility criteria) whose technical bids have been declared qualified by committee, will be evaluated on the following parameters and shall be awarded Technical Bid Score (TBS).

Sl. No.	Particulars	Marks	Supporting documents are placed at page No.
1.	Number of years of Registration with the Institute of Chartered Accounts of India above 05 Years. 01 mark for each completed years of registration.	05	
2.	No. of Full Time FCAs over and above of minimum (i.e., 02) 01 mark for each additional Full Time FCAs	05	
3.	No. of Full Time ACAs 01 mark for each Full Time CAs/ACAs	05	
4.	Average Annual Turnover during last three (03) financial years i.e., 2019-20, 2020-21 and 2021-22: (Must attach duly audited copy of CA as per Annexure – IV or its equivalent)		
	Above Rs. 200 Lakh	25	
	Above Rs. 110 Lakh and upto 200 Lakh	22	
	Above Rs. 90 Lakh and upto 110 Lakh	15	
	Above Rs. 70 Lakh and upto 90 Lakh	10	
	Above Rs. 50 Lakh and upto 70 Lakh	05	
5.	Average Annual Income during last three (03) financial years i.e., 2019-20, 2020-21 and 2021-22: (Must attach duly audited copy of CA as per Annexure – IV or its equivalent)		
	Above Rs. 100 Lakh	18	
	Above Rs. 90 Lakh and upto 100 Lakh	15	
	Above Rs. 75 Lakh and upto 90 Lakh	12	
	Above Rs. 60 Lakh and upto 75 Lakh	09	
	Above Rs. 45 Lakh and upto 60 Lakh	06	
	Above Rs. 20 Lakh and upto 45 Lakh	03	
	Upto 20 Lakh	01	
6.	At least 03 Original Assignment awarded during the last four Financial Years for Preparation & Finalization of Annual Account, Internal Audit/Filling of Statutory Returns etc. in the Institute as mentioned in Section – III under the head “Eligibility Criteria” is mandatory – 02 Marks for each additional awarded (Original) ASSIGNMENT for similar work during last Four FY (i.e. 2019-20, 2020-21, 2021-22 & 2022-23) Note: Extended Work Order shall not be treated as Original Assignment. (must attached documentary evidence where the scope of work is mentioned)	12	
	Total [A]	70	Marks Obtained:
7.	Presentation Before the Committee/Institute Authority [B]	30	Marks Obtained:
	Total [A+B] Technical Bid Score (TBS)	100 Marks	Total Marks:

Note:

1. **Presentation:** The bidders shall be given 10 Minutes to present themselves before the Institute Authority/Committee on the date and time as mentioned under Critical Date Sheet. The presentation should be precise and to the point and all the points/presentation, related to the job as specified in the tender document, should be completed in the prescribed time limit of 10 Minutes.
2. Evaluation and marking shall be done based on the supporting document attached by the bidder. In order to get maximum marks, bidder has to attach **all relevant supporting documents duly mentioning the page number and must be in sequence so that evaluation committee can easily evaluate their technical marks.**
3. Bidder has to attach duly audited and attested copy in respect of annual Transaction and Income. Copy of annual Transaction and Income without audited and attested shall not be considered for evaluation.
4. Experience Certificate must be issued on the letter head of the organization where the requisite work has been carried out.

25. Financial Bid Evaluation Process

25.1 The total service charge as quoted by the bidders will be compared and bidder with total lowest service charge (L1 bid) will be awarded 100 Financial Score (considered as base value). Then the other bids will be awarded Financial Score inversely proportional to their bid value. Thus the L1 bid will have highest Financial Score (pro-rata basis) and the highest bid (H1) will have least Financial Score.

$$\text{Financial Score (FBS)} = 100 \times F_1 / F$$

Here, F_1 is the lowest quoted price and F is the quoted price by bidders

26. Overall Evaluation of Bids (Technical + Financial):

26.1 The overall evaluation of bids shall be done using following method and the Final Score shall be calculated based on the formula:

$$\text{Final Score} = [(TBS \times 70\%) + (FBS \times 30\%)]$$

26.2 **The work shall be offered to the bidder whose bid achieves maximum FINAL SCORE.**

27. Tie-Breaking Clause

27.1 In case two or more bidders get equal Final Score, then the following criteria will be adopted for tie-breaking in order of merit:

- i. **01st Preference** – Highest Financial Score: Bidders with higher financial score i.e., having quoted the lower price may be awarded the contract.
- ii. **02nd Preference** - Annual Income during the last three financial years: Bidder having larger annual Income may be awarded the contract.
- iii. **03rd Preference** – As decided by the committee constituted for this purpose.

Illustration:

Four Bidders A, B, C and D participated in the above mentioned tender process and got **technical bid score (TBS) of 70, 50, 60 and 80 respectively. The service charge (considering all the relevant expenditure) quoted by A, B, C and D is 180, 200, 150 and 190 respectively.**

Their Financial Score and Final Score would be calculated by using the formulas:

$$\text{Financial Score} = 100 \times F1 / F$$

Here, F1 is the lowest quoted service charge (i.e., 150); and F is the quoted price by bidders

Final Score (i.e., 70% of Technical Score) + (30% of Financial Score)

Financial Score	A	B	C	D
	$100 \times 150 / 180 = 83.33$	$100 \times 150 / 200 = 75.00$	$100 \times 150 / 150 = 100.00$	$100 \times 150 / 190 = 78.94$
Final Score	$(70\% \times 70) + (30\% \times 83.33) = 73.99$	$(70\% \times 50) + (30\% \times 75.00) = 57.50$	$(70\% \times 60) + (30\% \times 100.00) = 72.00$	$(70\% \times 80) + (30\% \times 78.94) = 79.68$
Highest Final Score i.e., 79.57 obtained by bidder 'D'. Hence, the award of contract may be issued to bidder 'D'				

Proforma for Technical Bid

Sl. No.	Criterion	Details		The supporting document is placed at Page No.
1.	Names & address of Regd. Office of Company/firm/Agency with telephone No./email Id			
	Name, Address, Telephone No. and Email Id of Authorized Person.			
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN), GST Registration and C&AG Empanelment. (provide copies of all registration certificates)	Registered with ICAI, then mentioned Registration Number (Date of Registration No.)		
		PAN of CA Firm		
		GST Registration No.		
		C&AG Empanelment No.		
3.	The CA firm should be in operation for at least 05 years after its registration (provide necessary evidence)	Year of Registration/ starting of operation		
		Nos. of years in operation after registration (in years)		
4.	Average Annual Turnover of the CA Firm for the last 3 (three) financial years i.e. 2019-20, 2020-21 and 2021-22 [must be equal to or greater than Rs. 50.00 Lakh (Rupees Fifty Lakh)]. Provide the details as per Annexure-IV or its equivalent.			
5.	The Firm should have experience of at least three Original assignments awarded during the last Four financial year (<i>i.e., 2019-20, 2020-21, 2021-22 and 2022-23</i>) in Preparation & Finalization of Annual Account, Internal Audit/Filling Statutory Return, etc. in any Central Govt. Funded Educational Institution or Central Govt. Funded Research Institutions or in any Govt. funded Educational Body or in any Govt. funded Institute whose National Institute Ranking Framework (NIRF) rank is 100 or below in any category in any year during the last 03 years (2021, 2022 and 2023). <i>Must attach documentary evidence where the scope of work has been mentioned</i>)	Please provide the details in the prescribed Annexure-V with all supporting documents		

6.	Registered head/branch office in Patna (Bihar) which should be operation during last one year. Must attached supporting document in this regard.	YES / NO	
7.	The Chartered Accountant Firm should have Minimum Two (02) Full time FCA. Details of the same should be attached.	YES / NO	
8.	Declaration in the prescribed Annexure – III stating that: a. The Partners of the firm or sole proprietor or Company as the case may be, has not been black-listed/black listed (details in this regard are attached) b. That there is no police case/vigilance enquiry pending against the Partners of the firm or sole proprietor or Company as the case may be and that he has never been punished or convicted by any Court. c. That there are no dues towards income tax as on the date of the affidavit.	YES / NO	
9.	Details of Tender Processing Fees (i) DD/Cheque No. (ii) Date Amount Drawn Bank		
10.	Whether attached the EMD declaration in lieu of EMD in the prescribed Annexure – III	YES / NO	

In case the above information found false I/We are fully aware that the tender/contract will be rejected/cancelled by NIT, Patna and EMD/SD shall be forfeited. In addition to the above NIT, Patna will not be responsible to pay the bills for any completed/partially completed work.

Date :

Signature.....

SEAL:

Name and Designation.....

Proforma for Financial Bid

Job No.	Description of Fees	Payment Term	Unit	Professional Fees (to be quoted per unit as mentioned in Col. No.4)	
				Rupees (in figure)	Rupees (in words)
[1]	[2]	[3]	[4]	[5]	[6]
Job-1	Description of Job as per Section – II.	Yearly basis	Lump sum per year		
Job-2		Quarterly basis	Lump sum per year		
Job-3		Yearly basis	Lump sum per year		
Job-4		Quarterly basis	Lump sum per year		
Job-5		Quarterly basis/Case to case basis	Per UC		
Job-6		Half Yearly	Per Bank Account		
Job-7		Quarterly basis	Per Form		
Job-8		Quarterly basis	Per Opinion		
Job-9		Per Semester basis	Lump sum per year		
Total					

Note:

1. The rate may be quoted in view of the quantum of works for each job mentioned at **Section-II** and the quoted fee should be all inclusive except GST. No other charges on account of travelling, accommodation, food and other expenses will be paid. However, the facility related to printing, stationery and computers etc. will be arranged by the Institute for the jobs being executed in the Institute premises.
2. **GST will be paid extra as applicable.** Statutory changes in GST rate if any shall be borne by the Institute.
3. Any other statutory deductions shall be made by the Institute as per prescribed rates and norms.

Date :**Signature.....****SEAL:****Name and Designation.....**

(Undertaking from Bidder on their Letter Head)

To
The Registrar
National Institute of Technology Patna
Ashok Rajpath, Patna – 800 005 (Bihar)

Subject: Undertaking for the participation in the Tender Ref No. NITP/Proc./23-24/12, dated 25/09/2023.

Sir,

1. I / We hereby agree to abide by all terms and conditions laid down in the Tender document.
2. This is to certify that I / We before signing this bid have read and fully understood all the terms and conditions/scope of work and all other instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
3. I/ We shall provide work/services, as mentioned in the said tender document, at NIT Patna, if work awarded.
4. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. I/We hereby declare that I/We am/are not a relative of any of the employees of the National Institute of Technology Patna. Nor do I/We have any relationship whatsoever with any of them.

Date: **Signature.....**

SEAL: **Name and Designation.....**

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD
(On Bidders Letter head)

Bid Security Declaration Form

Date: _____ TenderNo. _____

To
The Registrar
National Institute of Technology Patna
Ashok Rajpath - 800 005 (Bihar)

I/We, The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period as decided by you from the date of notification if I am /We are in a breach of any obligation/clause of bid documents and/or because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; and or
- b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or refuse to execute the contract, if required, or (ii) fail or refuse to submit the Performance Security/Bank Guarantee, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or(ii) thirty days after the expiration of the validity of my/our Bid.

Date: _____ **Signature.....**

SEAL: _____ **Name and Designation.....**

**DECLARATION REGARDING BLACKLISTING /NON-BLACKLISTING FROM
TAKING PART IN GOVT. /PSU /CAB TENDER**

(To be submitted on the letterhead of the bidder)

I/We Proprietor / Partner(s)/ Director(s) of M/S_____ hereby declare that the firm/company namely M/S_____ has not been blacklisted or debarred and no Police Case or Vigilance enquiry pending or ever been punished by any Hon'ble Court/ no due towards income tax as on the date of the affidavit in the past by NIT, Patna or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions /Central Autonomous Bodies /Central Research Organisation/ PSU/Central Autonomous Body from taking part in such tenders.

OR

I/We Proprietor / Partner(s) / Director(s) of M/S_____ hereby declare that the firm/company namely M/S_____ was blacklisted and or debarred by NIT, Patna or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/ Central Autonomous Bodies/Central Research Organisation/ PSU/Central Autonomous Body from taking part in Government tenders for a period of_____ years w.e.f._____. The period is over on_____ and now the firm/company is entitled to take part in Government tenders. Further, no Police Case or Vigilance enquiry pending or ever been punished by any Hon'ble Court/ no due towards income tax as on the date of the affidavit in the past by NIT, Patna or any other Govt. funded Educational Institutes such as NITs, IITs, Universities and other similar institutions/ Central Autonomous Bodies/Central Research Organisation/ PSU/Central Autonomous Body from taking part in such tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by NIT, Patna and EMD/SD shall be forfeited. In addition to the above NIT, Patna will not be responsible to pay the bills for any completed/partially completed work.

Date:

Signature.....

SEAL:

Name and Designation.....

ANNEXURE - IV**Details of CA Firm's Professional Turnover and Net Income**
[to be submitted on the letterhead of the CA Firm, other than bidding C.A. firm]

Particular	Financial year			Average
	2019-20	2020-21	2021-22	
Annual Turnover				
Net Annual Income				

Duly audited copy of C.A. **(other than bidding CA firm)** for Annual Turnover and net Annual Income in the prescribed format or equivalent must be attached along with copies of duly audited balance sheets.

Detail of auditing C.A.

Date :

Signature.....

SEAL :

Name and Designation.....

Format for providing details of experience of works

Sl. No.	Name & Address of the Central Government Funded Educational Institutions/Research Institutions / any Govt. Funded Educational Institute / any Govt. funded Institute whose National Institute Ranking Framework (NIRF) rank is 100 or below in any category in any year during the last 03 years (2021, 2022 and 2023).	Number of years of Experience	Reference of page no. on which the Documentary evidence is attached	Whether NIRF ranking is applicable on Institute mentioned at col. 2. (if yes, please attached supporting document)
[1]	[2]	[3]	[4]	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

Note: It may please be noted that only experience shall be considered for which supporting documents are attached.

Date:**Signature.....****SEAL:****Name and Designation.....**